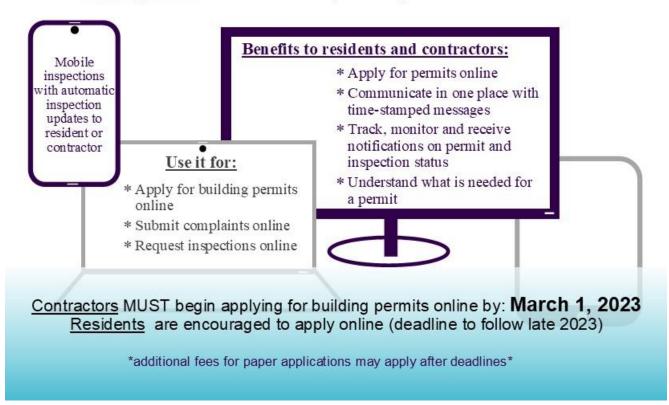
New Application Process!

The Town of Aurora Building and Zoning Department is now using *Cloudpermit* online software for permitting and code enforcement!



Log in/Create an account:

https://us.cloudpermit.com/login

Step by Step Guide How to Create an account:

https://support.cloudpermit.com/support/solutions/articles/67000648250 -how-to-register-a-cloudpermit-account

How to submit an application:

https://support.cloudpermit.com/support/solutions/articles/67000710153 -how-to-submit-an-application

Applicant user guide:

https://support.cloudpermit.com/support/solutions/67000379492

TOWN OF AURORA BUILDING DEPARTMENT 575 Oakwood Avenue, East Aurora, NY 14052 (716) 652-7591 FAX (716) 652-3507

Sign Permit Requirements:

- <u>All signs require permits</u>.
- <u>The sign permit application must be completed in full and legibly</u>. Incomplete applications will not be reviewed.
- <u>The application must be signed by the property owner as well as the applicant</u>. In lieu of a property owner signature, written authorization from the owner must be submitted at the time of application.
- <u>Plans and specifications of the sign are required</u>. This includes, but is not limited to: size of sign, location on building, building façade and window measurements, attachment to building, lighting, a rendering of the sign, photos of existing building and for a freestanding sign a copy of the property survey showing the location.

FAQ:

- Signs painted onto the exterior wall of a building require a *special permit* from the Village Board.
- A-frame (aka sandwich board) signs are limited to 6 sqft & 4' high, must be removed nightly, and are permitted as a permanent sign.
- No signs may be placed in the Circle.
- Temporary signs, including Political/Election signs, do <u>not</u> require a permit in the <u>Village</u> of East Aurora only. Temporary signs must be placed on private property (in the Village, this is generally on the building side of the sidewalk) and are limited to 30 days in any 90 day period.
- Internally lit signs are not allowed in the Town or Village.
- See Town Code §116-34 or Village Code Chapter 285-44 for sign specifications and limitations.
- Window signs require a building permit.
- Ground signs must be parallel to the street in all zoning districts.

November 1, 2019

| Permit # Reissued Date | Town of Aurora/Village of East Aurora 575 Oakwood Avenue, East Aurora, NY Phone (716) 652-7591 | | |
|--|--|--|--|
| | <u>APPLICAT</u> | TION FOR SIGN | <u>PERMIT</u> |
| Please check applicable: | Ground Pedestal | Projecting | Sandwich Board Window |
| # of Permanent Signs | Suspended | Awning | |
| Is Existing Sign Legal N | onconforming? Y | ES or NO | |
| Location of proposed Sig | - | | CDI # |
| | | | SBL# |
| Zoning District | | Cost of Propose | ed Sign |
| Property Owner Name | | | Phone # |
| Applicant Name | | | |
| Applicant Address | | | Email |
| Contractor Name Description of Propose | d Sign. | | Phone # |
| | | | Total Square Feet |
| | | | Total Square Feet |
| Type of Lighting (if app | plicable): Ex | ternal Internal | Wattage |
| (*internally lit signs are | | | |
| For Window Signs: | , | | , |
| Each Window: Heigh | t Length | Total Sq | uare Feet |
| dimensions, mateSigns are only alloNO Signs are allo | rials, construction/ wed on private pro wed in The Circle. | mounting details, etc. perty (between sidewal | sign, showing location on building, lk and building) . before the issuance of Building Permit. |
| The undersigned hereby ce | rtifies that all of the | information contained | in this petition is correct and true. |
| Owner Signature (Tenant/Applicant, Contracto | r or Corp/LLC must co | omplete affidavit on back | to sign as owner's agent) |
| Applicant Signature | | | |
| Town or Village | Bldg Dept | | ZBA |
| Permit Fee \$ | <u> </u> | | Reason |
| | Appr on | | Approved/Denied on |
| | | | Case # |

| Receipt is hereby acknowledged of the sum of \$ | equal to the fees schedule | established by the Town Board of |
|---|----------------------------|----------------------------------|
| the Town of Aurora NY | TC/ DTC Date: | _ Receipt |

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..... Signature of Code Enforcement Officer

TO SIGN AS AGENT FOR PROPERTY OWNER:

IN ACCORDANCE WITH THE TOWN OF AURORA BUILDING CODE ORDINANCE (SECTION 65-8 B.2)

I,_____,

STATE THE PROPOSED WORK IS AUTHORIZED BY THE PROPERTY OWNER AND I AM AUTHORIZED TO MAKE SUCH APPLICATION FOR A BUILDING PERMIT.

(Signature of Applicant)

STATE OF_____ COUNTY OF_____ TOWN_____

Sworn to before me this _____ day of _____ 20___

(Signature of Notary)

Notary Seal

IF PROPERTY OWNER IS A CORPORATION, COMPLETE:

STATE OF NEW YORK COUNTY OF ERIE ss

______ being duly sworn deposes and says that he is the applicant (Name of individual signing application) above named. He is the _______ of said owner or owners, and

(Corporate Officer, etc.)

is duly authorized to perform or have performed the said work and to make and file this application: that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

(Signature of Applicant)

Sworn to before me this _____ day of _____ 20___

(Signature of Notary)

Notary Seal